

Howard H. Berchtold, Jr.  
Trial Court Administrator

Michael Shannon  
Human Resources Manager  
Phone: 609-594-3293 Fax: 609-343-2142

**POSITION TITLE:** Unpaid Intern

**OPENING DATE:** 04/14/16

**LOCATION:** Atlantic/Cape May Vicinage  
All Divisions

**ANNOUNCEMENT#:**16-06

**This recruitment will be used to fill unpaid internship opportunities for the next six months**

### **POSITION DESCRIPTION**

The Atlantic/Cape May Vicinage is accepting resumes for unpaid internship opportunities. Interns will perform a variety of clerical, administrative, and supportive tasks, as well as customer service duties in connection with proceedings instituted before the court or in its administrative divisions. Those selected will treat all personnel, clients and public persons with dignity, courtesy, and respect.

Internships may be available in the following divisions: Civil, Criminal, Equal Employment Opportunity/Affirmative Action (EEO/AA), Family, Finance, Operations, and Probation. Please specify which division you are interested in, as well as any alternatives. Many schools will give course credit for work experience. Please check with your school regarding receiving credit for unpaid internship work experience.

### **REQUIREMENTS**

**EDUCATION:** High school graduates, undergraduate students, graduate students, and law school students attending an accredited college or university.

**NOTES:** Knowledge of Microsoft Word and/or Excel is beneficial. Excellent communication skills and strong interpersonal skills are helpful. Experience working with diverse populations and bilingual skills would also be helpful.

**BACKGROUND:** Unpaid intern applicants who are 18 years of age or older must agree to a thorough background check that will include fingerprinting. All data received will be kept in strict confidence except to inform the individual of findings and what action will be taken as a result of this information.

### **INFORMATION TO APPLICANTS**

Applicants should submit a cover letter and current resume complete with announcement number (16-06) and telephone number to: [ATLCPMCareers.Mailbox@njcourts.gov](mailto:ATLCPMCareers.Mailbox@njcourts.gov) OR Suzette Gill, Human Resources Division, NJ Superior Court, 1201 Bacharach Blvd, Atlantic City, NJ 08401. **E-mailed documents must be in WORD or PDF format.**